

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 05-2014	<b>POSITION:</b> Staff Assistant
<b>POSITION GRADE &amp; SERIES:</b> CS-301-12	<b>SALARY RANGE:</b> \$69,628 per annum
<b>OPENING DATE:</b> 12-20-2013	<b>CLOSING DATE:</b> 01-07-2014
<b>IF OPEN UNTIL FILLED – FIRST SCREENING DATE:</b>	<b>AREA OF CONSIDERATION:</b> Agency Only
<b>WORKSITE LOCATION:</b> Office of the Attorney General Support Services Division 441 – 4 <sup>th</sup> Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> One (1)  <b>TOUR OF DUTY:</b> 8:00 am - 4:30 pm Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>DURATION OF APPOINTMENT:</b> Permanent

**\*\*\* This position is budgeted at CS-12/01, \$69,628 per annum, only. \*\*\***

This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Attorney General, Support Services Division. Provides comprehensive administrative and management support duties essential to the operation of the office. The work involves, but is not limited to, researching and analyzing materials for inclusion in reports, administrative issuances, instructions or other pertinent legal documents. Articulates policies, plans, goals, and organizational courses of action related to OAG's objectives and assesses for supervisor the validity of completing program goals. Assures the smooth functioning of the office, the appropriate resolution of problems, and proposes alternatives to address new requirements and/or recommend courses of action. Significant duties include planning and managing the schedules of key leadership; preparing original documents to support the office's leadership; interaction with internal and external officials; originating tracking or significant action; assigning, distributing, and tracking actions throughout the staff; and coordinating the flow of executive information. Manages the electronic calendar for the supervisor; assuring the confidentiality of time-critical issues. Ensures that materials prepared for the supervisor's approval or concurrence are clear, concise, and in proper format with established policies. Processes electronic "I-mail" in IQ; facilitates legal responses from the Attorneys or assigns inquiries to the appropriate person. Composes letters of response to constituents on behalf of OAG via the Internet Quorum (IQ); transmits alerts and deadlines from the Mayor's Correspondence Unit. Responsible for meeting the required customer service standards related to correspondence, responsiveness, telephone service quality, and voicemail content. May be required to work closely with division managers, legal staff and other organizational units to develop interdepartmental operational procedures.

**QUALIFICATIONS:** Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. To be creditable one (1) year of experience must have been equivalent to the next lower grade in the normal line of progression for the occupation in the organization.

**Selective Placement Factors:** (1) Demonstrated knowledge of the Department of Small and Local Business Development's Certified Business Entity requirements. (2) Demonstrated knowledge of the Department of Small and Local Business Development's Quickbase Electronic tracking database. (3) Experience with the Executive Office of the Mayor Intranet Quorum system. (4) Expert knowledge of the Executive Office of the Mayor's Customer Standards. (5) Demonstrated skill in customer service including responding to customer inquiries and complaints verbally and in writing.

**Substitution of Education:** Substitution of education for required experience will be allowed as defined in OPM's

Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. **TIME IN GRADE RESTRICTIONS** must be met by the closing date of this vacancy announcement.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1. Thorough knowledge of the mission, goals, objectives, operating policies and procedures of the Office of the Attorney General.

Ranking Factor #2. Knowledge of office administrative methods, principles, and practices.

Ranking Factor #3. Skill in managing multiple projects, coordinating work assignments for timely completion, problem solving and critical thinking.

Ranking Factor #4: Proficiency in the use of personal computers, utilizing Microsoft Word, Excel, Access, Power Point, and other software packages.

Ranking Factor #5. Excellent oral and written communication skills to effectively interact with individuals from diverse backgrounds.

**EMPLOYMENT BENEFITS:** This is a permanent appointment in the Career Service. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT :** A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application. **DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace. **A background investigation will be conducted.**

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligibles for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

**HOW TO APPLY:** Applicants may apply in person or send a completed DC- 2000 job applications to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square: 441 4th Street, N.W., Suite 1100s, Washington, D.C. 20001. Resumes will be accepted, **in addition to**, the DC-2000 job applications, by the closing date of the announcement. All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. Please visit [www.oag.dc.gov](http://www.oag.dc.gov) to download a DC-2000, employment application. **Applicants may send applications via e-mail to [OAG.Recruitment@dc.gov](mailto:OAG.Recruitment@dc.gov).**

**DISPOSITION OF RESUME:** Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

**EEO :** The District of Columbia Government is an Equal Opportunity Employer.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. **Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF  
THE ATTORNEY GENERAL ONLY**

